



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: HOUSING REHABILITATION COUNSELOR

DEFINITION: Under general supervision, confers with, advises and assists property owners in redevelopment areas on matters pertaining to the rehabilitation of real property.

EXAMPLES OF DUTIES:

- Conducts housing inspections, lists corrections required and certifies completed corrections;
- Recommends initiation of actions for non-compliance;
- Advises owners of desired as well as required rehabilitation standards in the project area, preparing rough plot plan and preliminary cost estimates for required and voluntary rehabilitation work;
- Assists property owners to acquire services of acceptable contractors;
- May coordinate bidding procedures and conduct negotiations;
- Prepares change orders;
- Participates in the public information activities of the redevelopment program;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Education equivalent to graduation from high school and five years recent experience in residential or commercial rehabilitation, building code enforcement or related construction activities, including two years in a responsible position requiring minimal supervision.

A valid motor vehicle operator license or permit.

DESIRABLE QUALIFICATIONS:

Experience of a responsible nature involving Federally assisted neighborhood development of urban renewal rehabilitation. Knowledge of the rehabilitation process, particularly as it relates to specific procedures applicable to Federally assisted redevelopment; building code standards, zoning procedures and enforcement; contract and architectural principles and procedures; and building supplies, material costs, cost estimation and construction procedures. An understanding of and ability to work with persons coming from a wide range of social, ethnic and economic backgrounds, particularly those within the project to which he is assigned. An ability to prepare procedural reports, coordinate activities and explain Agency practices and objectives to project residents and property owners.

HOUSING REHABILITATION COUNSELOR (continued)

HISTORY:

Approval/Adoption Dates: 11/07/72